

California Housing Finance Agency Job Opportunity

Accounting Administrator II Financial Statements & Homeownership Accounting Units

Salary Range	\$5211 - 6286
Final File Date	April 5, 2006
Division	Fiscal Services Division, Financial Statements & Homeownership Accounting Units
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Timebase	Permanent & Full-time
Number of Positions	One
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Applicants should be on a current eligible list for appointment to this classification, or be State employees who are currently in the classification being advertised, or be eligible for lateral transfer to this classification, or former State employees with reinstatement rights to this classification. Applications will be screened and only those that best meet the requirements of the job will be considered.
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Please note on the front page of your application that you're applying for the <i>Accounting Administrator II</i> position.
Duties	<p>Under the general direction of the Accounting Administrator III in the Fiscal Services Division, this Accounting Administrator II supervises the staff in the Financial Statement Services and Homeownership Accounting Units (including the Loan Purchasing Unit). Typical duties include planning, organizing, coordinating and directing the work of each unit. These units are responsible for the purchase, administration, support and all accounting for the Agency's homeownership loan portfolio, homeownership investment portfolio and all activities related to the production of the Agency's financial statements. Duties include:</p> <p><u>Essential Functions:</u></p> <p>25% Plan and oversee the work of the Financial Statement Services and Homeownership Accounting units (including the Loan Purchasing Unit). Instruct the staff on the more difficult technical problems arising in their areas of responsibility. Identify staff and training needs in each unit. Evaluate the performance of the staff and make or recommend appropriate actions. Review and approve journal entries and input files prepared in these units.</p> <p>20% Manage the preparation of quarterly and year end financial statements for the Housing Finance Fund. This includes the preparation and publication of quarterly financial statements based on Generally Accepted Accounting Principles (GAAP), as well as preparation of statements and reports to meet State Controllers Office and Department of Finance guidelines. Review and approve all fund and indenture transfers and adjusting entries to the general ledger.</p> <p>20% Working with and under the direction of the Accounting Administrator III, co-ordinate all activities related to the annual financial audit for the</p>

<p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p> <p>3/29/06</p>	<p>Housing Finance Fund as well as any interim audits (for example, internal control audits). Meet with auditors to discuss accounting procedures and practices, respond to auditors' requests for special reports and co-ordinate production of audit schedules. Work with Marketing to oversee the production and dissemination of the Annual Report.</p> <p>20% Manage the purchase and reconciliation activities for all homeownership loans (firsts and seconds), Manage all cash activities for the Homeownership, Financial Statement Services and Bond Administration Units, including preparation of quarterly accruals, payment of administrative fees and reconciliation of accounts held by the bond trustee.</p> <p>10% Participate in fiscal services automation initiatives, working with outside consultants, information technology staff and staff members from other divisions of the Agency to select and implement automation improvements related to the Homeownership Accounting and Financial Statement Services units.</p> <p><u>Marginal Functions:</u></p> <p>5% Other duties as required.</p>
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